| Staff Member |       |
|--------------|-------|
|              |       |
| Position     | Baker |

| Skill                     | Training<br>Date | Completed (✓) | Training Materials Used | Comments |
|---------------------------|------------------|---------------|-------------------------|----------|
| Procedural                | Date             | (*)           |                         |          |
| Equipment Maint.          |                  |               |                         |          |
| 2. Production Records     |                  |               |                         |          |
| 3. NSLP Requirements      |                  |               |                         |          |
| 4.                        |                  |               |                         |          |
| 5.                        |                  |               |                         |          |
| 6.                        |                  |               |                         |          |
| <b>Human Resources</b>    |                  |               |                         |          |
| Conflict Resolution       |                  |               |                         |          |
| 2. Scheduling             |                  |               |                         |          |
| 3 Ethics                  |                  |               |                         |          |
| Organization Skills     . |                  |               |                         |          |
| 5.                        |                  |               |                         |          |
| 6.                        |                  |               |                         |          |
|                           |                  |               |                         |          |
| Food Production           |                  |               |                         |          |
| Healthy Cooking           |                  |               |                         |          |
| 2. Culinary Techniques    |                  |               |                         |          |
| 3. Processed Food Prod.   |                  |               |                         |          |
| 4.                        |                  |               |                         |          |
|                           |                  |               |                         |          |
| Business                  |                  |               |                         |          |
| Basic Math Skills         |                  |               |                         |          |
| 2.                        |                  |               |                         |          |
| 3.                        |                  |               |                         |          |
| 4.                        |                  |               |                         |          |
| 5.                        |                  |               |                         |          |
| 6.                        |                  |               |                         |          |
|                           |                  |               |                         |          |
| Nutrition                 |                  |               |                         |          |
| 1.                        |                  |               |                         |          |
| 2.                        |                  |               |                         |          |
| 3.                        |                  |               |                         |          |
| 4.                        |                  |               |                         |          |
| General                   |                  |               |                         |          |
| 1. Mentoring              |                  |               |                         |          |
| 2. Sanitation & Safety    |                  |               |                         |          |
| 3. Personal Hygiene       |                  |               |                         |          |
| 4.                        |                  |               |                         |          |
| 5.                        |                  |               |                         |          |
| 6.                        |                  |               |                         |          |
| 7.                        |                  |               |                         |          |
| 8.                        |                  |               |                         |          |

| Staff Member |            |  |
|--------------|------------|--|
| Position     | Bookkeeper |  |

| Skill                  | Training<br>Date | Completed (✓) | Training Materials Used | Comments |
|------------------------|------------------|---------------|-------------------------|----------|
| Procedural             | Dute             |               |                         |          |
| 1.                     |                  |               |                         |          |
| 2.                     |                  |               |                         |          |
| 3.                     |                  |               |                         |          |
| 4.                     |                  |               |                         |          |
| 5.                     |                  |               |                         |          |
| Human Resources        |                  |               |                         |          |
| Conflict Resolution    |                  |               |                         |          |
| 2. Scheduling          |                  |               |                         |          |
| 3. Ethics              |                  |               |                         |          |
| 4. Organization Skills |                  |               |                         |          |
| 5.                     |                  |               |                         |          |
| 6.                     |                  |               |                         |          |
|                        |                  |               |                         |          |
| Food Production        |                  |               |                         |          |
| 1.                     |                  |               |                         |          |
| 2.<br>3.               |                  |               |                         |          |
| 3.                     |                  |               |                         |          |
| 4.                     |                  |               |                         |          |
| Business               |                  |               |                         |          |
| 1. Business Com.       |                  |               |                         |          |
| 2. Revenue Generation  |                  |               |                         |          |
| 3. Accounting          |                  |               |                         |          |
| 4. Word-processing     |                  |               |                         |          |
| 5. Cost Control        |                  |               |                         |          |
| 6. Database Mgt.       |                  |               |                         |          |
| 7. Spreadsheets        |                  |               |                         |          |
| 8. Internet/Technology |                  |               |                         |          |
| 9. Basic Math Skills   |                  |               |                         |          |
| 10. Contracts Mgt.     |                  |               |                         |          |
| 11.                    |                  |               |                         |          |
|                        |                  |               |                         |          |
| Nutrition              |                  |               |                         |          |
| 1.                     |                  |               |                         |          |
| 2.                     |                  |               |                         |          |
| 3.                     |                  |               |                         |          |
| 4.                     |                  |               |                         |          |
|                        |                  |               |                         |          |
| General                |                  |               |                         |          |
| 1. Mentoring           |                  |               |                         |          |
| 2. Personal Hygiene    |                  |               |                         |          |
| 3.                     |                  |               |                         |          |
| 4.                     |                  |               |                         |          |

| Staff Member |       |
|--------------|-------|
| Position     | Buyer |

| Skill                  | Training<br>Date | Completed (✓) | Training Materials Used | Comments |  |  |
|------------------------|------------------|---------------|-------------------------|----------|--|--|
| Procedural             |                  |               |                         |          |  |  |
| 1. Procurement         |                  |               |                         |          |  |  |
| 2. NSLP Requirements   |                  |               |                         |          |  |  |
| 3.                     |                  |               |                         |          |  |  |
| 3.<br>4.               |                  |               |                         |          |  |  |
| 5.                     |                  |               |                         |          |  |  |
| 6.                     |                  |               |                         |          |  |  |
| <b>Human Resources</b> |                  |               |                         |          |  |  |
| Conflict Resolution    |                  |               |                         |          |  |  |
| 2. Scheduling          |                  |               |                         |          |  |  |
| 3. Ethics              |                  |               |                         |          |  |  |
| 4. Organization Skills |                  |               |                         |          |  |  |
| 5.                     |                  |               |                         |          |  |  |
| 6.                     |                  |               |                         |          |  |  |
| <b>Food Production</b> |                  |               |                         |          |  |  |
| 1.                     |                  |               |                         |          |  |  |
| 2.                     |                  |               |                         |          |  |  |
| 3.                     |                  |               |                         |          |  |  |
| 4.                     |                  |               |                         |          |  |  |
| Business               |                  |               |                         |          |  |  |
| 1. Business Com.       |                  |               |                         |          |  |  |
| 2. Revenue Generation  |                  |               |                         |          |  |  |
| 3. Word-processing     |                  |               |                         |          |  |  |
| 4. Database Mgt.       |                  |               |                         |          |  |  |
| 5. Internet/Technology |                  |               |                         |          |  |  |
| 6. Basic Math Skills   |                  |               |                         |          |  |  |
| 7. Contracts Mgt.      |                  |               |                         |          |  |  |
| 8.                     |                  |               |                         |          |  |  |
| 9.                     |                  |               |                         |          |  |  |
| 10.                    |                  |               |                         |          |  |  |
| 11.                    |                  |               |                         |          |  |  |
| Nutrition              |                  |               |                         |          |  |  |
| 1.                     |                  |               |                         |          |  |  |
| 2.                     |                  |               |                         |          |  |  |
| 3.<br>4.               |                  |               |                         |          |  |  |
|                        |                  |               |                         |          |  |  |
| General                |                  |               |                         |          |  |  |
| 1. Mentoring           |                  |               |                         |          |  |  |
| 2. Sanitation & Safety |                  |               |                         |          |  |  |
| 3. Personal Hygiene    |                  |               |                         |          |  |  |
| 4.                     |                  |               |                         |          |  |  |

| Staff Member |         |
|--------------|---------|
| Position     | Cashier |

| Skill                  | Training<br>Date | Completed (✓) | Training Materials Used | Comments |  |  |
|------------------------|------------------|---------------|-------------------------|----------|--|--|
| Procedural             |                  |               |                         |          |  |  |
| 1. NSLP Requirements   |                  |               |                         |          |  |  |
| 2.                     |                  |               |                         |          |  |  |
|                        |                  |               |                         |          |  |  |
| 4.                     |                  |               |                         |          |  |  |
| 3.<br>4.<br>5.<br>6.   |                  |               |                         |          |  |  |
| 6.                     |                  |               |                         |          |  |  |
| <b>Human Resources</b> |                  |               |                         |          |  |  |
| Conflict Resolution    |                  |               |                         |          |  |  |
| 2. Scheduling          |                  |               |                         |          |  |  |
| 3. Ethics              |                  |               |                         |          |  |  |
| 4. Organization Skills |                  |               |                         |          |  |  |
| 5.                     |                  |               |                         |          |  |  |
| 6.                     |                  |               |                         |          |  |  |
| <b>Food Production</b> |                  |               |                         |          |  |  |
| 1.                     |                  |               |                         |          |  |  |
| 2.                     |                  |               |                         |          |  |  |
| 3.                     |                  |               |                         |          |  |  |
| 4.                     |                  |               |                         |          |  |  |
| Business               |                  |               |                         |          |  |  |
| 1. Basic Math Skills   |                  |               |                         |          |  |  |
| 2.                     |                  |               |                         |          |  |  |
| 2.<br>3.               |                  |               |                         |          |  |  |
| 4.                     |                  |               |                         |          |  |  |
| 5.                     |                  |               |                         |          |  |  |
| 6.                     |                  |               |                         |          |  |  |
| 7.                     |                  |               |                         |          |  |  |
| 8.                     |                  |               |                         |          |  |  |
| 9.                     |                  |               |                         |          |  |  |
| 10.                    |                  |               |                         |          |  |  |
| 11.                    |                  |               |                         |          |  |  |
| Nutrition              |                  |               |                         |          |  |  |
| 1.                     |                  |               |                         |          |  |  |
| 2.                     |                  |               |                         |          |  |  |
| 3.<br>4.               |                  |               |                         |          |  |  |
|                        |                  |               |                         |          |  |  |
| General                |                  | ,             |                         |          |  |  |
| 1. Mentoring           |                  |               |                         |          |  |  |
| 2. Sanitation & Safety |                  |               |                         |          |  |  |
| 3. Personal Hygiene    |                  |               |                         |          |  |  |
| 4.                     |                  |               |                         |          |  |  |

| Staff Member |         |
|--------------|---------|
| Position     | Caterer |

| Skill                   | Training<br>Date | Completed (✓) | Training Materials Used | Comments |
|-------------------------|------------------|---------------|-------------------------|----------|
| Procedural              |                  |               |                         |          |
| 1. Equipment Maint.     |                  |               |                         |          |
| 2. Production Records   |                  |               |                         |          |
| 3. NSLP Requirements    |                  |               |                         |          |
| 4.                      |                  |               |                         |          |
| 5.                      |                  |               |                         |          |
| 6.                      |                  |               |                         |          |
| <b>Human Resources</b>  |                  |               |                         |          |
| Conflict Resolution     |                  |               |                         |          |
| 2. Scheduling           |                  |               |                         |          |
| 3. Ethics               |                  |               |                         |          |
| 4. Organization Skills  |                  |               |                         |          |
| 5. Motivational Tech.   |                  |               |                         |          |
| 6.                      |                  |               |                         |          |
| Food Production         |                  |               |                         |          |
| 1. Healthy Cooking      |                  |               |                         |          |
| 2. Menu Planning        |                  |               |                         |          |
| 3. Culinary Techniques  |                  |               |                         |          |
| 4. Processed Foods Prod |                  |               |                         |          |
|                         |                  |               |                         |          |
| Business                |                  |               |                         |          |
| 1. Business Comm.       |                  |               |                         |          |
| 2. Marketing            |                  |               |                         |          |
| 3. Revenue Generation   |                  |               |                         |          |
| 4. Basic Math Skills    |                  |               |                         |          |
| 5.                      |                  |               |                         |          |
| 6.                      |                  |               |                         |          |
| 7.                      |                  |               |                         |          |
| 8.                      |                  |               |                         |          |
| 9.                      |                  |               |                         |          |
| Nutrition               |                  | T             |                         |          |
| 1.                      |                  |               |                         |          |
| 2.                      |                  |               |                         |          |
| 3.                      |                  |               |                         |          |
| 4.                      |                  |               |                         |          |
| C 1                     |                  |               |                         |          |
| General                 |                  | Т             |                         |          |
| 1. Training             |                  |               |                         |          |
| 2. Mentoring            |                  |               |                         |          |
| 3. Sanitation & Safety  |                  |               |                         |          |
| 4. Personal Hygiene     |                  |               |                         |          |
|                         |                  |               |                         |          |

| Staff Member |       |
|--------------|-------|
| Position     | Clerk |

| Skill                  | Training<br>Date | Completed (✓) | Training Materials Used | Comments |
|------------------------|------------------|---------------|-------------------------|----------|
| Procedural             |                  |               |                         |          |
| 1. Production Records  |                  |               |                         |          |
| 2. NSLP Requirements   |                  |               |                         |          |
| 3.                     |                  |               |                         |          |
| 3.<br>4.               |                  |               |                         |          |
| 5.                     |                  |               |                         |          |
| 6.                     |                  |               |                         |          |
| <b>Human Resources</b> |                  |               |                         |          |
| Conflict Resolution    |                  |               |                         |          |
| 2. Scheduling          |                  |               |                         |          |
| 3. Ethics              |                  |               |                         |          |
| 4. Organization Skills |                  |               |                         |          |
| 5.                     |                  |               |                         |          |
| 6.                     |                  |               |                         |          |
| Food Production        |                  |               |                         |          |
| 1.                     |                  |               |                         |          |
| 2.<br>3.               |                  |               |                         |          |
| 3.                     |                  |               |                         |          |
| 4.                     |                  |               |                         |          |
|                        |                  |               |                         |          |
| Business               |                  |               |                         |          |
| 1. Basic Math Skills   |                  |               |                         |          |
| 2.                     |                  |               |                         |          |
| 3.                     |                  |               |                         |          |
| 4.                     |                  |               |                         |          |
| 5.                     |                  |               |                         |          |
| 6.                     |                  |               |                         |          |
| 7.                     |                  |               |                         |          |
| 8.                     |                  |               |                         |          |
| 9.                     |                  |               |                         |          |
| Nutrition              | ı                |               |                         |          |
| 1.                     |                  |               |                         |          |
| 2.                     |                  |               |                         |          |
| 3.                     |                  |               |                         |          |
| 4.                     |                  |               |                         |          |
| General                | Ţ                | Ţ             |                         |          |
| 1. Mentoring           |                  |               |                         |          |
| 2. Sanitation & Safety |                  |               |                         |          |
| 3. Personal Hygiene    |                  |               |                         |          |
| 4.                     |                  |               |                         |          |
|                        |                  |               |                         |          |

| Position Cook |  |
|---------------|--|

| Skill                   | Training<br>Date | Completed (✓) | Training Materials Used | Comments |
|-------------------------|------------------|---------------|-------------------------|----------|
| Procedural              | Date             | ( )           |                         |          |
| 1. Receiving            |                  |               |                         |          |
| 2. Equipment Maint.     |                  |               |                         |          |
| Production Records      |                  |               |                         |          |
| 4. NSLP Requirements    |                  |               |                         |          |
| 5.                      |                  |               |                         |          |
| 6.                      |                  |               |                         |          |
| <b>Human Resources</b>  |                  |               |                         |          |
| Conflict Resolution     |                  |               |                         |          |
| 2. Scheduling           |                  |               |                         |          |
| 3. Ethics               |                  |               |                         |          |
| 4. Organization Skills  |                  |               |                         |          |
| 5. Motivational Tech.   |                  |               |                         |          |
| 6.                      |                  |               |                         |          |
| Food Production         |                  |               |                         |          |
|                         |                  |               |                         |          |
| 1. Healthy Cooking      |                  |               |                         |          |
| 2. Menu Planning        |                  |               |                         |          |
| 3. Culinary Techniques  |                  |               |                         |          |
| 4. Processed Foods Prod |                  |               |                         |          |
| Business                |                  |               |                         |          |
| Basic Math Skills       |                  |               |                         |          |
| 2.                      |                  |               |                         |          |
| 3.                      |                  |               |                         |          |
| 4.                      |                  |               |                         |          |
| 5.                      |                  |               |                         |          |
| 6.                      |                  |               |                         |          |
| 7.                      |                  |               |                         |          |
| 8.                      |                  |               |                         |          |
| 9.                      |                  |               |                         |          |
| Nutrition               |                  |               |                         |          |
| 1.                      |                  |               |                         |          |
| 2.                      |                  |               |                         |          |
| 3.                      |                  |               |                         |          |
| 4.                      |                  |               |                         |          |
| General                 | ı                | ı             |                         |          |
| 1. Mentoring            |                  |               |                         |          |
| 2. Sanitation & Safety  |                  |               |                         |          |
| 3. Personal Hygiene     |                  |               |                         |          |
| 4.                      |                  |               |                         |          |

| Staff Member |             |
|--------------|-------------|
| Position     | Coordinator |

| Skill  | Training<br>Date | Completed<br>(✓) | Training Materials Used | Comments |
|--|------------------|------------------|-------------------------|----------|
| Procedural   |                  |                  |                         |          |
| 1. Procurement   |                  |                  |                         |          |
| 2. Equipment Maint.  |                  |                  |                         |          |
| 3. Production Records  |                  |                  |                         |          |
| 4. NSLP Requirements   |                  |                  |                         |          |
| 5.   |                  |                  |                         |          |
| <b>Human Resources</b>   |                  |                  |                         |          |
| Conflict Resolution  |                  |                  |                         |          |
| 2. Scheduling  |                  |                  |                         |          |
| 3. Ethics  |                  |                  |                         |          |
| 4. Organization Skills   |                  |                  |                         |          |
| 5. Labor Management  |                  |                  |                         |          |
| 6. Motivational Tech.  |                  |                  |                         |          |
|  |                  |                  |                         |          |
| Food Production  |                  |                  |                         |          |
| 1.   |                  |                  |                         |          |
| 2.   |                  |                  |                         |          |
| Business   |                  |                  |                         |          |
| 1. Business Comm.  |                  |                  |                         |          |
| 2. Marketing   |                  |                  |                         |          |
| 3. Revenue Generation  |                  |                  |                         |          |
| 4. Accounting  |                  |                  |                         |          |
| 5. Word-processing   |                  |                  |                         |          |
| 6. Cost Control  |                  |                  |                         |          |
| 7. Database Mgt.   |                  |                  |                         |          |
| <ul><li>8. Spreadsheets</li><li>9. Internet/Technology</li></ul>         |                  |                  |                         |          |
| 10. Basic Math Skills  |                  |                  |                         |          |
| 11. Contracts Mgt.   |                  |                  |                         |          |
| Nutrition  |                  |                  |                         |          |
| 1. Nutr. Ed. Resources   |                  |                  |                         |          |
| 2. Nutrient Analysis   |                  |                  |                         |          |
| 3. Nutrition Care for  |                  |                  |                         |          |
| Children with Special Health   |                  |                  |                         |          |
| Care Needs   |                  |                  |                         |          |
| 4. Basic Nutrition   |                  |                  |                         |          |
| ~ 1  |                  |                  |                         |          |
| General  |                  |                  |                         |          |
| 1. Early Childhood Ed.   |                  |                  |                         |          |
| 2. Public Speaking   |                  |                  |                         |          |
| 3. Environmental Issues  |                  |                  |                         |          |
| 4. Training  |                  |                  |                         |          |
| 5. Mentoring 6. Senitation & Sefety                                      |                  |                  |                         |          |
| <ul><li>6. Sanitation &amp; Safety</li><li>7. Personal Hygiene</li></ul> |                  |                  |                         |          |
| 7. reisonai nygiene  |                  |                  |                         |          |

| Staff Member |           |
|--------------|-----------|
| Position     | Custodian |

| Skill                   | Training<br>Date | Completed (✓) | Training Materials Used | Comments |
|-------------------------|------------------|---------------|-------------------------|----------|
| Procedural              |                  |               |                         |          |
| 1. Equipment Maint.     |                  |               |                         |          |
| 2.                      |                  |               |                         |          |
| 3.                      |                  |               |                         |          |
| 4.                      |                  |               |                         |          |
| 3.<br>4.<br>5.<br>6.    |                  |               |                         |          |
| 6.                      |                  |               |                         |          |
| <b>Human Resources</b>  |                  |               |                         |          |
| Conflict Resolution     |                  |               |                         |          |
| 2. Scheduling           |                  |               |                         |          |
| 3. Ethics               |                  |               |                         |          |
| 4. Organization Skills  |                  |               |                         |          |
| 5.                      |                  |               |                         |          |
| 6.                      |                  |               |                         |          |
| Food Production         |                  |               |                         |          |
| 1.                      |                  |               |                         |          |
| 2.<br>3.                |                  |               |                         |          |
| 3.                      |                  |               |                         |          |
| 4.                      |                  |               |                         |          |
| Business                |                  |               |                         |          |
| 1.                      |                  |               |                         |          |
| 2.<br>3.<br>4.          |                  |               |                         |          |
| 3.                      |                  |               |                         |          |
| 4.                      |                  |               |                         |          |
| 5.                      |                  |               |                         |          |
| 6.                      |                  |               |                         |          |
| 7.<br>8.                |                  |               |                         |          |
| 8.                      |                  |               |                         |          |
| 9.                      |                  |               |                         |          |
| Nutrition               |                  |               |                         |          |
| 1.                      |                  |               |                         |          |
| 2.                      |                  |               |                         |          |
| 3.                      |                  |               |                         |          |
| 4.                      |                  |               |                         |          |
| General                 |                  |               |                         |          |
| 1. Environmental Issues |                  |               |                         |          |
| 2. Mentoring            |                  |               |                         |          |
| 3. Sanitation & Safety  |                  |               |                         |          |
| 4. Personal Hygiene     |                  |               |                         |          |
|                         |                  |               |                         |          |

| Staff Member |          |
|--------------|----------|
| Position     | Director |

| Skill  | Training<br>Date | Completed (✓) | Training Materials Used | Comments |
|--|------------------|---------------|-------------------------|----------|
| Procedural   |                  |               |                         |          |
| 1. Procurement                                     |                  |               |                         |          |
| 2. Receiving                                       |                  |               |                         |          |
| 3. Facility Design                                 |                  |               |                         |          |
| 4. Production Records                              |                  |               |                         |          |
| 5. NSLP Requirements                               |                  |               |                         |          |
| Human Resources                                    |                  |               |                         |          |
| Conflict Resolution                                |                  |               |                         |          |
| 2. Scheduling                                      |                  |               |                         |          |
| 3. Ethics  |                  |               |                         |          |
| 4. Organization Skills                             |                  |               |                         |          |
| 5. Labor Management                                |                  |               |                         |          |
| 6. Motivational Tech.                              |                  |               |                         |          |
| Food Production                                    |                  |               |                         |          |
| 1. Menu Planning                                   |                  |               |                         |          |
| 2.   |                  |               |                         |          |
| Business   |                  |               |                         |          |
| 1. Business Comm.                                  |                  |               |                         |          |
| 2. Marketing                                       |                  |               |                         |          |
| 3. Revenue Generation                              |                  |               |                         |          |
| 4. Accounting                                      |                  |               |                         |          |
| 5. Word-processing                                 |                  |               |                         |          |
| 6. Cost Control                                    |                  |               |                         |          |
| 7. Database Mgt.                                   |                  |               |                         |          |
| 8. Spreadsheets                                    |                  |               |                         |          |
| 9. Internet/Technology                             |                  |               |                         |          |
| 10. Basic Math Skills                              |                  |               |                         |          |
| 11. Contracts Mgt.                                 |                  |               |                         |          |
| Nutrition  |                  |               |                         |          |
| 1. Nutr. Ed. Resources                             |                  |               |                         |          |
| 2. Nutrient Analysis                               |                  |               |                         |          |
| 3. Nutrition Care for Children with Special Health |                  |               |                         |          |
| Care Needs   |                  |               |                         |          |
| 4. Basic Nutrition                                 |                  |               |                         |          |
|  |                  |               |                         |          |
| General  |                  |               |                         |          |
| 1. Early Childhood Ed.                             |                  |               |                         |          |
| 2. Public Speaking                                 |                  |               |                         |          |
| 3. Environmental Issues                            |                  |               |                         |          |
| 4. Training  |                  |               |                         |          |
| 5. Mentoring                                       |                  |               |                         |          |
| 6. Sanitation & Safety                             |                  |               |                         |          |
| 7. Personal Hygiene                                |                  |               |                         |          |
|  |                  |               |                         |          |

| Staff Member |            |  |
|--------------|------------|--|
| Position     | Dichwachar |  |
| Position     | Dishwasher |  |

| Procedural 1. Equipment Maint.           |  |
|--|--|
|  |  |
| I. Digriphitation intentity.             |  |
| 2. 3.                                    |  |
| 3.                                       |  |
| 4.                                       |  |
| 5.                                       |  |
| 6.                                       |  |
|  |  |
| Human Resources                          |  |
| 1. Conflict Resolution                   |  |
| 2. Scheduling                            |  |
| 3. Ethics                                |  |
| 4. Organization Skills                   |  |
| 5.                                       |  |
| 6.                                       |  |
|  |  |
| Food Production                          |  |
| 1.                                       |  |
| 2.                                       |  |
| 3.                                       |  |
| 4.                                       |  |
|  |  |
| Business                                 |  |
| 1.                                       |  |
| 2.<br>3.                                 |  |
| 3.                                       |  |
| 4.                                       |  |
| 5.                                       |  |
| 6.                                       |  |
| 7.                                       |  |
| 8.                                       |  |
| 9.                                       |  |
| Nutrition                                |  |
| 1.                                       |  |
| 2.<br>3.<br>4.                           |  |
| 3.                                       |  |
|  |  |
| General                                  |  |
| 1. Mentoring                             |  |
| Sanitation & Safety     Personal Hygiene |  |
| 3. Personal Hygiene                      |  |
|  |  |
|  |  |

| Staff Member |        |
|--------------|--------|
| D '4'        |        |
| Position     | Driver |

| Skill  | Training<br>Date | Completed (✓) | Training Materials Used | Comments |
|--|------------------|---------------|-------------------------|----------|
| Procedural   |                  | , , ,         |                         |          |
| 1. Equipment Maint.  |                  |               |                         |          |
| 2.   |                  |               |                         |          |
| 2.<br>3.<br>4.<br>5.   |                  |               |                         |          |
| 4.   |                  |               |                         |          |
| 5.   |                  |               |                         |          |
| 6.   |                  |               |                         |          |
|  |                  |               |                         |          |
| <b>Human Resources</b>   |                  |               |                         |          |
| Conflict Resolution  |                  |               |                         |          |
| 2. Scheduling  |                  |               |                         |          |
| 3. Ethics  |                  |               |                         |          |
| 4. Organization Skills   |                  |               |                         |          |
| 5.   |                  |               |                         |          |
| 6.   |                  |               |                         |          |
|  |                  |               |                         |          |
| <b>Food Production</b>   |                  |               |                         |          |
| 1.   |                  |               |                         |          |
| 2.<br>3.   |                  |               |                         |          |
| 3.   |                  |               |                         |          |
| 4.   |                  |               |                         |          |
|  |                  |               |                         |          |
| Business   |                  |               |                         |          |
| 1.   |                  |               |                         |          |
| 2.   |                  |               |                         |          |
| 3.   |                  |               |                         |          |
| 2.<br>3.<br>4.<br>5.   |                  |               |                         |          |
|  |                  |               |                         |          |
| 6.   |                  |               |                         |          |
| 7.   |                  |               |                         |          |
| 8.   |                  |               |                         |          |
| 9.   |                  |               |                         |          |
| Nutrition  |                  |               |                         |          |
| 1.   |                  |               |                         |          |
| 2.   |                  |               |                         |          |
| 2.<br>3.   |                  |               |                         |          |
| 4.   |                  |               |                         |          |
| General  |                  |               |                         |          |
| 1. Environmental Issues  |                  |               |                         |          |
| 2. Mentoring   |                  |               |                         |          |
| 3. Sanitation & Safety   |                  |               |                         |          |
| 4. Personal Hygiene  |                  |               |                         |          |
| <ul><li>3. Sanitation &amp; Safety</li><li>4. Personal Hygiene</li></ul> |                  |               |                         |          |

| Staff Member |                            |
|--------------|----------------------------|
| Position     | General Cafeteria Employee |

| Skill                      | Training<br>Date | Completed (✓) | Training Materials Used | Comments |
|----------------------------|------------------|---------------|-------------------------|----------|
| Procedural                 |                  |               |                         |          |
| 1.                         |                  |               |                         |          |
| 2.                         |                  |               |                         |          |
| 3.<br>4.<br>5.<br>6.       |                  |               |                         |          |
| 4.                         |                  |               |                         |          |
| 5.                         |                  |               |                         |          |
| 6.                         |                  |               |                         |          |
|                            |                  |               |                         |          |
| <b>Human Resources</b>     |                  |               |                         |          |
| Conflict Resolution        |                  |               |                         |          |
| 2. Scheduling              |                  |               |                         |          |
| 3. Ethics                  |                  |               |                         |          |
| 4. Organization Skills     |                  |               |                         |          |
| 5.                         |                  |               |                         |          |
| 6.                         |                  |               |                         |          |
|                            |                  |               |                         |          |
| Food Production            |                  |               |                         |          |
| 1. Healthy Cooking         |                  |               |                         |          |
| 2. Menu Planning           |                  |               |                         |          |
| 3. Processed Foods Prod    |                  |               |                         |          |
| 4.                         |                  |               |                         |          |
|                            |                  |               |                         |          |
| Business                   |                  |               |                         |          |
| 1.                         |                  |               |                         |          |
| 2.                         |                  |               |                         |          |
| 3.                         |                  |               |                         |          |
| 2.<br>3.<br>4.<br>5.<br>6. |                  |               |                         |          |
| 5.                         |                  |               |                         |          |
| 6.                         |                  |               |                         |          |
| 7.                         |                  |               |                         |          |
| 8.                         |                  |               |                         |          |
| 9.                         |                  |               |                         |          |
| Nutrition                  |                  |               |                         |          |
| 1.                         |                  |               |                         |          |
| 2. 3.                      |                  |               |                         |          |
| 3.                         |                  |               |                         |          |
| 4.                         |                  |               |                         |          |
| General                    |                  |               |                         |          |
| 1. Mentoring               |                  |               |                         |          |
| 2. Sanitation & Safety     |                  |               |                         |          |
| 3. Personal Hygiene        |                  |               |                         |          |
| 4.                         |                  |               |                         |          |

| Staff Member |         |  |
|--------------|---------|--|
| Position     | Manager |  |

| Skill                                      | Training<br>Date | Completed (✓) | Training Materials Used | Comments |
|--|------------------|---------------|-------------------------|----------|
| Procedural                                 |                  |               |                         |          |
| 1. Procurement                             |                  |               |                         |          |
| 2. Receiving                               |                  |               |                         |          |
| 3. Equipment Maint.                        |                  |               |                         |          |
| 4. Production Records                      |                  |               |                         |          |
| 5. NSLP Requirements                       |                  |               |                         |          |
| 6.   |                  |               |                         |          |
| <b>Human Resources</b>                     |                  | <u>.</u>      |                         |          |
| Conflict Resolution                        |                  |               |                         |          |
| 2. Scheduling                              |                  |               |                         |          |
| 3. Ethics                                  |                  |               |                         |          |
| 4. Organization Skills                     |                  |               |                         |          |
| 5. Labor Management                        |                  |               |                         |          |
| 6. Motivational Tech.                      |                  |               |                         |          |
| <b>Food Production</b>                     |                  |               |                         |          |
| 1. Healthy Cooking                         |                  |               |                         |          |
| 2. Menu Planning                           |                  |               |                         |          |
| 3. Culinary Techniques                     |                  |               |                         |          |
| 4. Processed Foods Prod                    |                  |               |                         |          |
| Business                                   |                  |               |                         |          |
| 1. Business Comm.                          |                  |               |                         |          |
| 2. Marketing                               |                  |               |                         |          |
| 3. Revenue Generation                      |                  |               |                         |          |
| 4. Accounting                              |                  |               |                         |          |
| 5. Word-processing                         |                  |               |                         |          |
| 6. Cost Control                            |                  |               |                         |          |
| 7. Database Mgt.                           |                  |               |                         |          |
| 8. Basic Math Skills                       |                  |               |                         |          |
| 9. Contracts Mgt.                          |                  |               |                         |          |
| 10.  |                  |               |                         |          |
| Nutrition                                  |                  |               |                         |          |
| 1. Nutrition Care for                      |                  |               |                         |          |
| Children with Special Health<br>Care Needs |                  |               |                         |          |
| 2. Basic Nutrition                         |                  |               |                         |          |
| 3.   |                  |               |                         |          |
| General                                    |                  | L             |                         |          |
| 1. Public Speaking                         |                  |               |                         |          |
| 2. Environmental Issues                    |                  |               |                         |          |
| 3. Training                                |                  |               |                         |          |
| 4. Mentoring                               |                  |               |                         |          |
| 5. Sanitation & Safety                     |                  |               |                         |          |
| 6. Personal Hygiene                        |                  |               |                         |          |

| Staff Member |              |
|--------------|--------------|
| Position     | Receptionist |

| Skill                     | Training<br>Date | Completed (✓) | Training Materials Used | Comments |
|---------------------------|------------------|---------------|-------------------------|----------|
| Procedural                |                  |               |                         |          |
| 1. NSLP Requirements      |                  |               |                         |          |
| 2.                        |                  |               |                         |          |
| 2.<br>3.                  |                  |               |                         |          |
| 4.                        |                  |               |                         |          |
| 5.                        |                  |               |                         |          |
| 6.                        |                  |               |                         |          |
| <b>Human Resources</b>    |                  |               |                         |          |
| Conflict Resolution       |                  |               |                         |          |
| 2. Scheduling             |                  |               |                         |          |
| 3 Ethics                  |                  |               |                         |          |
| 4. Organization Skills    |                  |               |                         |          |
| 4. Organization Skills 5. |                  |               |                         |          |
| 6.                        |                  |               |                         |          |
| <b>Food Production</b>    |                  |               |                         |          |
| 1.                        |                  |               |                         |          |
| 2.                        |                  |               |                         |          |
| 3.                        |                  |               |                         |          |
| 4.                        |                  |               |                         |          |
| Business                  |                  |               |                         |          |
| 1. Business Comm.         |                  |               |                         |          |
| 2. Word-processing        |                  |               |                         |          |
| 3. Database Mgt.          |                  |               |                         |          |
| 4. Basic Math Skills      |                  |               |                         |          |
| 5.                        |                  |               |                         |          |
| 6.                        |                  |               |                         |          |
| 7.                        |                  |               |                         |          |
| 8.                        |                  |               |                         |          |
| 9.                        |                  |               |                         |          |
| 10.                       |                  |               |                         |          |
| 11.                       |                  |               |                         |          |
| Nutrition                 | T                | ı             |                         |          |
| 1.                        |                  |               |                         |          |
| 2.<br>3.                  |                  |               |                         |          |
| 3.                        |                  |               |                         |          |
| 4.                        |                  |               |                         |          |
| General                   |                  |               |                         |          |
| 1. Mentoring              |                  |               |                         |          |
| 2. Sanitation & Safety    |                  |               |                         |          |
| 3. Personal Hygiene       |                  |               |                         |          |
| 4.                        |                  |               |                         |          |

| Staff Member |           |
|--------------|-----------|
| Position     | Secretary |

| Skill                  | Training<br>Date | Completed (✓) | Training Materials Used | Comments |
|------------------------|------------------|---------------|-------------------------|----------|
| Procedural             |                  |               |                         |          |
| 1. Procurement         |                  |               |                         |          |
| 2. Production Records  |                  |               |                         |          |
| 3. NSLP Requirements   |                  |               |                         |          |
| 4.                     |                  |               |                         |          |
| 5.                     |                  |               |                         |          |
| 6.                     |                  |               |                         |          |
| <b>Human Resources</b> |                  |               |                         |          |
| Conflict Resolution    |                  |               |                         |          |
| 2. Scheduling          |                  |               |                         |          |
| 3. Ethics              |                  |               |                         |          |
| 4. Organization Skills |                  |               |                         |          |
| 5.                     |                  |               |                         |          |
| 6.                     |                  |               |                         |          |
| Food Production        |                  |               |                         |          |
| 1.                     |                  |               |                         |          |
| 2.                     |                  |               |                         |          |
| 3.                     |                  |               |                         |          |
| 4.                     |                  |               |                         |          |
| Business               |                  |               |                         |          |
| 1. Business Comm.      |                  |               |                         |          |
| 2. Word-processing     |                  |               |                         |          |
| 3. Database Mgt.       |                  |               |                         |          |
| 4. Spreadsheets        |                  |               |                         |          |
| 5. Internet/Technology |                  |               |                         |          |
| 6. Basic Math Skills   |                  |               |                         |          |
| 7.                     |                  |               |                         |          |
| 8.                     |                  |               |                         |          |
| 9.                     |                  |               |                         |          |
| 10.                    |                  |               |                         |          |
| 11.                    |                  |               |                         |          |
| Nutrition              | ı                |               |                         |          |
| 1. Nutr. Ed. Resources |                  |               |                         |          |
| 2.                     |                  |               |                         |          |
| 3.                     |                  |               |                         |          |
| 4.                     |                  |               |                         |          |
| General                |                  | T             |                         |          |
| 1. Mentoring           |                  |               |                         |          |
| 2. Sanitation & Safety |                  |               |                         |          |
| 3. Personal Hygiene    |                  |               |                         |          |
| 4.                     |                  |               |                         |          |

| Staff Member |           |
|--------------|-----------|
| D 1/1        |           |
| Position     | Warehouse |

| Skill                   | Training<br>Date | Completed (✓) | Training Materials Used | Comments |
|-------------------------|------------------|---------------|-------------------------|----------|
| Procedural              |                  |               |                         |          |
| 1. Receiving            |                  |               |                         |          |
| 2. Equipment Maint.     |                  |               |                         |          |
| 3.                      |                  |               |                         |          |
| 4.                      |                  |               |                         |          |
| 3.<br>4.<br>5.          |                  |               |                         |          |
| 6.                      |                  |               |                         |          |
| <b>Human Resources</b>  |                  |               |                         |          |
| Conflict Resolution     |                  |               |                         |          |
| 2. Scheduling           |                  |               |                         |          |
| 3. Ethics               |                  |               |                         |          |
| 4. Organization Skills  |                  |               |                         |          |
| 5.                      |                  |               |                         |          |
| 6.                      |                  |               |                         |          |
| <b>Food Production</b>  |                  |               |                         |          |
| 1.                      |                  |               |                         |          |
| 2.                      |                  |               |                         |          |
| 3.                      |                  |               |                         |          |
| 4.                      |                  |               |                         |          |
| Business                |                  |               |                         |          |
| Database Maint.         |                  |               |                         |          |
| 2. Basic Math Skills    |                  |               |                         |          |
| 3.                      |                  |               |                         |          |
| 4.                      |                  |               |                         |          |
| 5.                      |                  |               |                         |          |
| 6.                      |                  |               |                         |          |
| 7.<br>8.                |                  |               |                         |          |
|                         |                  |               |                         |          |
| 9.                      |                  |               |                         |          |
| Nutrition               |                  |               |                         |          |
| 1.                      |                  |               |                         |          |
| 2.                      |                  |               |                         |          |
| 3.                      |                  |               |                         |          |
| 4.                      |                  |               |                         |          |
| General                 |                  |               |                         |          |
| 1. Environmental Issues |                  |               |                         |          |
| 2. Mentoring            |                  |               |                         |          |
| 3. Sanitation & Safety  |                  |               |                         |          |
| 4. Personal Hygiene     |                  |               |                         |          |
| 5.                      |                  |               |                         |          |

| Staff Member |  |  |  |
|--------------|--|--|--|
| Position     |  |  |  |

| Skill                  | Training<br>Date | Completed (✓) | Training Materials Used | Comments |
|------------------------|------------------|---------------|-------------------------|----------|
| Procedural             |                  |               |                         |          |
| 1                      |                  |               |                         |          |
| 2.                     |                  |               |                         |          |
| 2.<br>3.<br>4.<br>5.   |                  |               |                         |          |
| 4.                     |                  |               |                         |          |
| 5.                     |                  |               |                         |          |
|                        | ı                | 1             |                         |          |
| <b>Human Resources</b> |                  |               |                         |          |
| 1.                     |                  |               |                         |          |
| 2.                     |                  |               |                         |          |
| 3<br>4.<br>5.          |                  |               |                         |          |
| 4.                     |                  |               |                         |          |
|                        |                  |               |                         |          |
| 6.                     |                  |               |                         |          |
|                        | T                | 1             | T                       | T        |
| Food Production        |                  |               |                         |          |
| 1.                     |                  |               |                         |          |
| 2.<br>3.<br>4.         |                  |               |                         |          |
| 3.                     |                  |               |                         |          |
| 4.                     |                  |               |                         |          |
| D .                    | I                |               | Γ                       | Γ        |
| Business               |                  |               |                         |          |
| 1.                     |                  |               |                         |          |
| 2.                     |                  |               |                         |          |
| 3.                     |                  |               |                         |          |
| 4.                     |                  |               |                         |          |
| 5.                     |                  |               |                         |          |
| 6.                     |                  |               |                         |          |
| 7.<br>8.               |                  |               |                         |          |
| 9.                     |                  |               |                         |          |
| 10.                    |                  |               |                         |          |
| Nutrition              |                  |               |                         |          |
|                        |                  |               | I                       | I        |
| 1.                     |                  |               |                         |          |
| 2.                     |                  |               |                         |          |
| 2.<br>3.<br>4.         |                  |               |                         |          |
| 4.                     |                  |               |                         |          |
| General                |                  |               |                         |          |
| 1.                     |                  |               |                         |          |
| 2.                     |                  |               |                         |          |
| 3.                     |                  |               |                         |          |
|                        |                  |               |                         |          |
|                        |                  |               |                         |          |